



**Department of Corrections**  
**INFORMATIONAL BULLETIN**

**Subject:** ANNOUNCEMENT OF NEW  
CDC FORM 1891, FIREARMS  
TRANSFER AGREEMENT

**Number:**

**00/26**

**Date Issued:**

**Cancelled Effective:**

The purpose of this Informational Bulletin is to officially announce the new California Department of Corrections' (CDC) Form 1891, Firearms Transfer Agreement.

Per Administrative Bulletin 00/02, Firearms Disposal Procedure, to transfer a CDC firearm to another law enforcement agency, a written request by the responsible unit shall be submitted to the Chief Deputy Director, Field Operations via the Emergency Operations Unit (EOU). Upon approval from the Chief Deputy Director, Field Operations, a CDC Form 1891 (08/00) shall be completed prior to any firearms being transferred to another law enforcement agency. EOU and headquarters Business Services Section shall maintain all transfer documentation until the weapon has been returned or destroyed in accordance with departmental policy.

The CDC Form 1891 (08/00) can be ordered from the Prison Industry Authority on a CDC Form 1853. The CDC Form 1891 (08/00) is printed on 8 ½" x 11", one sided, two-part, NCR paper in sets of 250 or more.

Please inform all persons concerned of the contents of this bulletin. Please direct any inquiries regarding this bulletin to Dan Elledge, Lieutenant, Emergency Operations Unit, at (916) 327-4882 or CALNET 467-4882.

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